

Tom Fayram, President
Brad Ross, Vice President
Julie Kennedy, Director
Lisa Palmer, Director
Greg Parks, Director



**LOS OLIVOS COMMUNITY SERVICES DISTRICT
FINANCE SUBCOMMITTEE MEETING**

Posted: 8-31-2023

September 4, 2023 – 8:30 AM

**St Mark's in the Valley Episcopal Church
2901 Nojoqui Ave, Los Olivos CA 93441**

Please observe decorum and instructions from the Subcommittee Chair

Finance Committee: Director Julie Kennedy (Chair), Director Lisa Palmer, and General Manager Guy Savage

This meeting will be held both in-person and electronically via Zoom Meetings. In-person the meeting will be held at the following locations:
St Mark's in the Valley Episcopal Church, 2901 Nojoqui Ave, Los Olivos CA 93441

The public will also be able to hear and participate electronically via Zoom by using the following links:

Zoom: <https://us06web.zoom.us/j/81937722522?pwd=SWpSU0RYZFliZTBLNGphZG41TGs4dz09>
By Phone: +1 669 900 6833 US (San Jose) Meeting ID: 819 3772 2522 Passcode: 914085
One tap mobile: +14086380968,,81937722522#,,,,*914085# US (San Jose)

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MEETING AGENDA

1. CALL TO ORDER

The meeting was called to order at: 8:34 AM.

2. ROLL CALL

Attending: Director Kennedy, Director Palmer, General Manager Savage

Absent: None

3. PUBLIC COMMENTS

Members of the public may address the Committee on any items of interest within the subject matter and jurisdiction of the Committee but not on the agenda today (Gov. Code - 54954.3). The public may also request future agenda topics at this time. Speakers are limited to 3 minutes. Due to the requirements of the Ralph M. Brown Act, the District cannot take action today on any matter not on the agenda, but a matter raised during Public Comments may be referred to District staff for discussion and possible action at a future meeting.

Public Comment: None

ADMINISTRATIVE ITEMS:

All matters listed hereunder constitute an administrative / consent agenda and will be acted upon by a single vote of the Subcommittee. Matters listed on the Administrative Agenda will be read only on the request of a member of the Subcommittee, in which event the matter may be removed from the Administrative Agenda and considered as a separate item. A single public comment period will be heard for all the matters on the Administrative Agenda.

4. APPROVAL OF MEETING MINUTES

Finance Subcommittee (Committee) Meeting minutes of July 31, 2023.

Motion to approve the meeting minutes of July 31, 2023.

Motion by: Director Palmer, Second: Director Kennedy.

Los Olivos Community Services District, P.O. Box 345, Los Olivos, CA 93441, (805) 500-4098

losolivoscscsd@gmail.com, www.losolivoscscsd.com

Public Comment: No comments.

Voice vote: (3-0) All in favor.

BUSINESS ITEMS:

All matters listed hereunder will be acted upon separately and public comment will be held for each item.

5. INVOICE REVIEW AND RECOMMENDATION

The Subcommittee will review and recommend to the full Board of Directors’ payment of those invoices that were received on or before August 31, 2023.

| No. | Invoice Date | Invoice # | Provider | Amount |
|-----|--------------|-----------|------------------------------------------------|-------------|
| 1 | 7/11/2023 | 83612 | MNS – Engineering and Support Services | \$ 1,982.50 |
| 2 | 8/22/2023 | 84035 | MNS – Engineering and Support Services | \$ 1,562.50 |
| 3 | 8/15/2023 | 78569 | Aleshire and Wynder - Legal Services | \$ 3,371.74 |
| 4 | 8/31/2023 | 20238 | Savage – General Manager Services and supplies | \$ 4,315.37 |

| Project | Vendor | To Date (inc. above) | Remaining Authorization |
|---------|-----------------------------|----------------------|-------------------------|
| Audit | Moss, Levy & Hartzheim, LLP | \$ 2,780.00 | \$ 4,995.00 |
| | | | |

GM Savage introduces item.

Director Palmer asks about Bylaws work by A&W shown in the invoices. GM Savage notes that goes back to when there was still discussion about Bylaws, and that the work completed then will inform the most recent direction to staff from the Board to work on policies in specific areas.

Director Kennedy asks about whether MNS bills include all of the funding for the “administration” of the State Grant. GM Savage responds that there are likely a few hours not yet shown, as District Engineer Pike did spend time in August at a meeting with State officials to “finalize” the draft report which will result in obtaining one-half of the funds from the grant.

Director Palmer comments on the Public Records Request time, noting that it needs to be captured.

Both Directors thank GM Savage for the extra time he is putting in outside of what he is billing the District.

Public Comment: None

Motion to recommend approval of item 5, invoices 1-4, to the full Board of Directors.

Motion by: Director Palmer, Second: Director Kennedy

Voice vote: (3-0) All in favor.

6. BUDGET REPORTS

The General Manager will review the most recent budget reports (attached) and comment on changes to financial systems.

GM Savage describes the direct use of FIN reports and comments that he will just be including these as opposed to reworking them in a separate spreadsheet due to the upcoming upgrade of County systems. He notes that the District currently has \$137,170 in its “Checking Account” but that \$45,500 of that, per the budget, should be deemed a reserve.

Subcommittee members discuss revenues and expenses from general income/expense/cash flow as the District looks at activities such as Groundwater Monitoring Wells, Median Household Income, and the State grant. GM Savage notes that he is working on the County grant related Groundwater Monitoring and expects to present it to the full Board in September.

Public Comment: None

INFORMATIONAL ITEMS:

All matters listed hereunder are informational only, no action will be taken, and public comment not received.

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7. SUBCOMMITTEE MEMBER COMMENTS

Directors will give reports on any meetings that they attended on behalf of the Subcommittee and/or choose to comment on various Subcommittee activities. Subcommittee member requests for future agenda items may also be made at this time.

Director Palmer – Pass

GM Savage – Pass

Director Kennedy – Pass

Public Comment: None

8. ADJOURNMENT

Motion to adjourn at 8:46 AM.

Motion by: Director Palmer, Second: Director Kennedy.

Voice vote: (3-0) All in favor.

Respectfully submitted:



Guy W. Savage

General Manager – Los Olivos Community Services District

Approved:

Julie Kennedy

Director – Los Olivos Community Services District

Chair – Finance Subcommittee